Effective Date: June 12, 1994

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DNA TECHNICIAN SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which perform technical work related to DNA testing, probing, and sequencing. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

B. Inclusions

This classification series encompasses positions located at the University of Wisconsin-Madison and the Department of Justice which, for a majority of the time, provide technical laboratory support services related to DNA testing, probing, and sequencing. The work is performed in laboratories having one or more of the following functions: forensic investigation, regulation and control, research and development, medicine, and/or public health.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions functioning as Chemistry Laboratory Technicians or Microbiology Laboratory Technicians for a majority of the time.

2. Positions functioning as Chemists or Microbiologists for a majority of the time.

3. Management, professional, and supervisory positions, as defined in s. 111.81, Wis. Stats.

4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees typically enter this classification series by competitive examination. Progression to the objective level typically occurs through reclassification, after the attainment of the specified training, education, or experience. Progression to the senior level typically occurs through competition.

E. Definitions of Terms Used in this Classification Specification

DNA - Deoxyribonucleic acid: A polymeric chromosomal constituent of living cell nuclei, consisting of two long chains of alternating phosphate and deoxyribose units twisted into a

double helix and joined by hydrogen bonds between the complementary bases, each of which projects toward the axis of the helix from one of the strands, where it is bonded in a unique sequence that determines individual hereditary characteristics.

Entry: The level of performance in a position at which the employee applies and develops basic skills in procedures, techniques, tools, materials, and/or equipment appropriate to the area of specialization. Duties and tasks are standardized. Performs some advanced functions as part of training development. Resolves routine questions and problems, and refers more complex issues to higher levels.

Full Performance: The level of performance in a position at which the employee applies basic and some advanced skills in procedures, techniques, tools, materials, and/or equipment appropriate to the area of specialization. Duties and tasks are frequently nonroutine. Resolves most questions and problems, and refers only the most complex issues to higher levels.

Senior: The level of performance in a position at which the employee applies advanced skills in the area of specialization. Adapts procedures, techniques, tools, materials, and/or equipment to meet special needs. Duties and tasks reflect substantial variety and complexity. Serves as a resource to others in the resolution of complex problems and issues.

II. DEFINITIONS

DNA TECHNICIAN-ENTRY

This is entry-level technical work related to DNA testing, probing, and sequencing. Positions allocated to this level receive training in technical DNA testing procedures, and may perform routine set-up laboratory work relating to DNA testing and sequencing. Positions function under the close, progressing to limited, supervision of a Chemist Supervisor or other science-related supervisor.

DNA TECHNICIAN-OBJECTIVE

This is full-performance technical work related to DNA testing, probing, and sequencing. Objective-level positions are differentiated from entry-level positions by the increased scope and range of technical knowledge and skills required, and the increased complexity of duties, including responsibility for performing routine procedures under the guidance of scientists, science supervisors, or university researchers. Positions allocated to this classification participate in quality assurance activities; test samples according to designated procedures for specific indicators provided by scientists and others; prepare samples; maintain proper sample "chain-of-custody"; record test results and maintain records; perform back-up technician services in other laboratory section(s); maintain reagents and supplies; and perform related work, as requested. Positions function under the general supervision of a Chemist Supervisor or other science-related supervisor.

DNA TECHNICIAN-SENIOR

This is senior-level technical work related to DNA testing, probing, and sequencing. Senior-level positions are differentiated from lower-level positions in that they function as the principal DNA technician supporting specific specialty area(s) in given section(s) of a laboratory. Positions allocated to this classification perform technical DNA testing, probing, and sequencing, and/or other DNA testing procedures on routine and nonroutine samples; assist lower-level DNA Technicians in the performance of technical support duties; direct other laboratory technicians in sample preparation; provide more in-depth support to scientists regarding DNA laboratory support; maintain supplies, equipment, and/or instruments; provide administrative support in the day-to-day operation of the laboratory section or unit; provide back-up support to other laboratory sections, tests, or procedures,

as required; and perform related work, as requested. Positions may assist scientists, researchers, and others with special projects or research. Positions function under the general supervision of a Chemist Supervisor or other science-related supervisor.

Representative Positions:

DNA Technician-Senior - Department of Justice, Milwaukee Crime Laboratory
Under the general supervision of the Crime Laboratory Director, and under the guidance and review of Forensic Scientists in the serology section, position receives and handles DNA samples from known criminal offenders in accordance with rules of evidence and established laboratory practices, and prepares results for inclusion in a computerized data base. Position goals and worker activities include performing DNA extractions, restrictions, and separations of the restricted fragments; transferring separated fragments to membranes, probing the samples, and developing associated autoradiographs; calculating DNA band sizes, and recording and entering measurements in the DNA databank via computer; participating in the quality assurance program for the crime laboratory in general and the serology section in particular; and providing input into section policies, procedures, safety issues, and equipment and supply needs.

DNA Technician-Senior - University of Wisconsin-Madison, Biotechnology Center
Under the general supervision of a university researcher, position provides support to the oligonucleotide and DNA sequencing activities in the DNA synthesis and DNA sequencing unit of the protein/DNA facility. Position goals and worker activities include synthesizing DNA, including programming the reagent delivery system for an automated solid-phase synthesis instrument; preparing anhydrous reagents for this instrument; processing sample requests and tracing samples; evaluating synthesis quality; measuring DNA synthesis yields using a UV spectrophotometer, and analyzing synthesis products via high-resolution and polyacrylamide gel electrophoresis; performing DNA sequencing, including performing the electrophoresis associated with the automated DNA sequencer, and performing specialized Sanger sequencing reactions; providing continuity of coverage in the laboratory; and performing general laboratory support duties, e.g., ordering supplies, disposing of waste, and performing other duties to maintain the laboratory.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

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